

Announcements of the Bauhaus-Universität Weimar

Academic Regulations

<input type="checkbox"/> The President <input type="checkbox"/> The Registrar	Examination regulations for the consecutive degree programme in Human-Computer Interaction (MSc)	Issue 33/2017
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In accordance with § 3, par. 1 in combination with § 34, par. 3 of the Thuringian Higher Education Act (ThürHG) effective 13 September 2016 (GVBl. p. 437) and as amended by Article 12 of the Act on 12 August 2014 (GVBl. p. 472), the Bauhaus-Universität Weimar issues the following examination regulations for the degree programme Human-Computer Interaction with the conferral of a Master of Science (MSc) degree.

These examination regulations were approved by the Faculty Board of the Faculty of Media on 8 February 2017 and were adopted on 10 August 2017 with the approval of the President of the Bauhaus-Universität Weimar.

READING VERSION

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I. GENERAL

Preamble

The following examination regulations form the basis for the examinations administered in the English-language Master's degree (MSc) programme "Human-Computer Interaction".

§ 1 – Purpose of the Master's examination

By successfully completing the module examinations, Master's thesis and presentation, the student demonstrates that he or she has gained advanced knowledge in the area of Human-Computer Interaction and is able to advance and acquire scientific knowledge in the conception, development and evaluation of user interfaces in digital information systems.

§ 2 – Academic degree

This degree programme concludes with the conferral of a "Master of Science" (MSc) university degree as the second-level professional qualification.

§ 3 – Scope and structure of the degree programme

(1) The standard duration of study is four semesters. The degree programme is divided into several modules. The courses in the modules consist of lectures, seminars, research projects and other course forms. Each module comprises a unit of instruction and examination. Modules last a maximum of two semesters and conclude with a final grade.

(2) The Master's degree programme is comprised of courses worth 120 credit points (CP). The study regulations should ensure that students can complete their examinations, Master's thesis and its presentation in a period of four semesters.

§ 4 – Structure of examinations, examination deadlines

As a rule, modules are concluded with an examination. However, examinations can also be comprised of the graded assignments administered during the module in the examination subject or in a cross-disciplinary examination area.

(1) Students are required to register for examinations during the lecture period and before completing the module in question. The registration period is announced by the instructor at the beginning of the semester. Registration for examinations is mandatory and binding. Students are permitted to cancel their registration up to four work days prior to the examination date.

(2) Candidates are required to pass their Master's examination by the end of their sixth semester. If a candidate fails to complete the examination within this time, he or she is no longer entitled to take the examination unless their failure resulted through no fault of their own.

§ 5 - Disability compensation

Applications for disability compensation in examinations are to be submitted no later than 3 weeks before the scheduled examination. Applications for disability compensation in course work are to be submitted at a reasonable date before deadline of the course work. Verification of the disability is to be provided; a medical certificate or, in individual cases with justified cause, submission of a certificate issued by a public medical officer [Amtsarzt] may be required. The student may propose a specific form of compensation. The application is to be submitted in writing, the decision is notified in writing and, in the event of a rejection, the reasons for the rejection are also given in writing.

§ 6 – Examination committee

(1) An examination committee comprised of faculty members is formed to ensure compliance with the procedures put forth in these examination regulations. The examination committee is comprised of three professors, one member of the academic staff and one representative of the student body. The

Faculty Board is responsible for appointing the chairperson, his or her deputy and the other members of the examination committee. Committee members are appointed for a two-year term and the student representative normally for one year.

(2) The examination committee passes resolutions based on the majority vote. In the event of a tie, the committee's chairperson is responsible for deciding the matter. The quorum of the committee is met when the majority of the members are present, which must include the chairperson (or his or her deputy). The sessions of the examination committee are not open to the public. The committee members are subject to professional discretion. If they are not civil servants, they are subject to professional discretion through the chairperson.

(2) The examination committee ensures that the procedures put forth in the examination regulations are duly followed. The committee reports on the progress of the examinations and study duration to the Faculty Board on a regular basis. Furthermore, it can recommend changes to the study and examination regulations if needed.

(3) At the beginning of each semester, the examination committee is required to draw up and announce the schedule of upcoming oral and written examinations.

§ 7 – Examiners and observers

(1) The examination committee appoints the examiners and observers. To be eligible for appointment as an examiner, one must meet the academic and professional requirements as stipulated in § 48, par. 2 of ThürHG. As a rule, two examiners are required for assessing written examinations and other written assignments, whereby at least one examiner must be a professor. The examination committee may only appoint examiners and observers who have at least passed the examination in question or attained an equivalent qualification.

(2) The chairperson of the examination committee ensures that the candidate be given sufficient advance notice of the names of the examiners.

(3) The examiners and observers are subject to professional discretion.

§ 8 – Recognition of periods of study, course work and examinations

(1) Periods of study, course work and examinations in the same degree programme as well as work placement semesters, which were completed at a different national or international state or state recognised institution of higher education falling within the scope of the Higher Education Act [Hochschulrahmengesetz] or in other degree programmes of the same university are to be recognised provided that no significant differences regarding the acquired competence (learning outcomes) can be determined. Decisions concerning accreditation are made by the examination committee.

(2) If the course work and examinations are recognised and the grading schemes are comparable, the grades are then included into the calculation of the final grade. If the grading schemes are not comparable, the completed courses and examinations are marked as "passed". Recognised academic achievement may be distinguished as such on the official transcript.

(3) If the conditions of para.1 are met, the candidate has a legal right to receive credit for his or her past academic achievement.

(4) Pursuant to § 48, para. 10 Thuringian Higher Education Act, relevant competences acquired in vocational practice or outside higher education can be credited by the respective examination committee with a maximum of up to 50% of the credit points which are to be acquired.

(5) The grounds for an unfavourable assessment must be given in writing. The burden of proof that an application does not meet the necessary requirements lies with the body undertaking the assessment.

§ 9 - Absence, withdrawal, deception, violation of regulations

(1) A candidate receives an automatic grade of "insufficient" (5.0) if he or she does not show up for the examination without good reason or withdraws from the examination for no good reason after it has commenced. The same applies if an assignment in an elective [BELEGARBEIT] or a term paper are not completed within the time allotted.

(1) If the candidate fails to attend or withdraws from an examination, he or she must notify the examination committee or examiner immediately and substantiate their reasons in writing. In the case of illness, the candidate must submit a doctor's certificate, and in substantiated cases, certification from a medical officer attesting the candidate's inability to be examined. Should the reason for failure to attend or withdrawal be recognised, the examination is rescheduled, usually for the next regular examination session. All previously attained examination results remain valid.

(2) If the candidate attempts to influence the outcome of his or her examination through deception or by means of impermissible aids, the candidate receives an automatic grade of "insufficient" (5.0) for the examination. The examiner or invigilator has the right to remove a candidate from an examination session if he or she disrupts the examination process. In such cases, the candidate receives a grade of "insufficient" (5.0) for the examination.

(3) Following notification of the examination results, the candidate has four weeks to contest the results and petition the examination committee to review its decision in accordance with par. 3, nos. 1 and 2. If the candidate receives an unfavourable assessment following review of the matter, he or she must be notified of the decision in writing with its justification, along with instructions on his or her options of legal recourse.

II. MASTER'S DEGREE PROGRAMME

§ 10 – Scope and types of examinations

(1) This degree programme lasts four semesters and is comprised of the module examinations, a Master's thesis and its presentation.

(2) The module examinations are comprised of mandatory assignments which the candidate must complete as prescribed in the module plan. The exact details of the assignments are determined at the beginning of the corresponding course.

(3) When appropriate, these assignments may be completed in the form of group work. The candidate's work must be clearly distinguishable from that of the other members of the group and allow for individual assessment. As a rule, membership of a group should not exceed three students.

§ 11 – Written examinations and other written assignments

(1) In written examinations, the candidate should demonstrate his or her ability to examine and solve problems in the area of Human-Computer Interaction within a limited period of time and with limited resources.

(2) In other written assignments, namely term papers, the candidate should demonstrate that he or she is able to systematically or analytically define problems in the area of Human-Computer Interaction, devise methods to address them, describe them at length and develop ways of solving them by taking all the related areas of Human-Computer Interaction into consideration. The written assignment may also be combined with an oral presentation (*Referat*) and, if necessary, supplemented or substituted by other appropriate forms of documentation.

(3) The time allotted to a written examination is at least 30 minutes and no more than a total of four hours. Other written assignments, namely assignments in electives [BELEGARBEITEN] and term papers, are to be completed by the end of the current semester.

§ 12 – Oral examinations

- (1) In an oral examination, the candidate should demonstrate understanding of his or her area of examination and be able to categorise specific problems with regard to their context.
- (2) Oral examinations of groups or single candidates should be administered by at least two examiners (faculty members) if possible or by one examiner in the presence of an expert observer.
- (3) The duration of the oral examination should be at least 15 minutes and no longer than 60 minutes per candidate.
- (4) The important points and outcome of the oral examination must be documented in a written protocol. The grade must be announced to the candidate directly following the oral examination.
- (5) Students who plan on taking the same examination at a later date are permitted to attend the presentation if space allows and the candidate does not object. The public part of the presentation does not include the feedback and announcement of the examination results.

§ 13 – Assessment of examinations, grade calculation

(1) The grades for each task of the examination are determined by the corresponding examiners. The following grade scheme is used for assessing the different sections of a candidate's examination:

1.0 – 1.5	very good	Excellent;
1.6 – 2.5	good	significantly above-average grade;
2.6 – 3.5	satisfactory	Average;
3.6 – 4.0	sufficient	meets the requirements despite some faults;
over 4.0	insufficient	fails to meet the requirements as a result of too; many faults

(2) The grade of a module is calculated by averaging the weighted grades from all the examinations and written assignments completed in the module.

(3) When calculating the grades for the individual sections of the examination, the module grades and final grade may only be calculated to one decimal place. All additional decimal places are neither considered nor rounded.

(4) The German grades are supplemented by ECTS grades, based on the following grading scheme:

ECTS grade	Percentile of students who receive this grade
A	top 10 %
B	next 25 %
C	next 30 %
D	next 25 %
E	next 10 %

Candidates receive the ECTS grade "F" for a failed examination.

§ 14 – Retaking examinations

(1) The candidate is allowed to retake examinations which receive a failing grade or are marked as failed. If an examination is comprised of several sections, of which one or more received a failing grade, the candidate need only retake those sections marked "insufficient". Failed examinations and retakes from other universities or equivalent institutions of higher education are to be taken into account.

(2) The candidate is permitted to retake examinations a second time. However, if the candidate fails the second retake, the examination may not be repeated again and is permanently marked as failed.

(3) Failed oral or written examinations must be retaken within the next two examination periods. Otherwise, the right to retake the examination lapses unless the candidate was not at fault for failing to do so within the allotted time period. Exceptions require approval by the examination committee.

(4) If the candidate fails to attend the first retake for no good reason, the examination is marked as failed. If the candidate fails to attend the second retake for no good reason, the examination is permanently marked as failed.

(5) The candidate may not retake module examinations which have received a passing grade.

§ 15 – Projects

(1) Students must take part in two projects as part of the degree programme, a first and a second project. The project duration can be extended to two semesters for part-time students. In such cases, half of the credit points (CP) are credited for each semester.

(2) Students can register for a project at the beginning of each semester, at a time determined by the examination committee. Reasonable consideration is to be given to the wishes expressed by the students with regard to the assignment of students to projects.

(3) A candidate can withdraw from a project assigned to him or her within the first eight weeks without giving reasons. In the event of withdrawal at a later date, or if the right to withdraw has already been used, the provisions of § 9 apply accordingly. More specifically, the project is graded as "insufficient" if the candidate fails to give sufficient grounds for his or her withdrawal. Each project that has been graded as insufficient can be retaken once. A second retake is permissible upon submission of an application.

§ 16 – Master's thesis

(1) After passing all the required module examinations totalling at least 60 CP, the candidate must submit a written application to the examination committee for permission to commence with the Master's thesis. The application must include:

1. Certificates confirming passed examinations totalling at least 60 CP
2. Proposal for the first examiner
3. Proposal for the topic of the Master's thesis
4. Written confirmation from the proposed first examiner agreeing to supervise the candidate
5. Proof of English proficiency at the C 1 level (GER) in accordance with § 5, par. 5 of the study regulations for this degree programme
6. Proof of German proficiency at the A 1 level (GER) in accordance with § 5, par. 5 of the study regulations for this degree programme

(2) The Master's thesis should demonstrate that the candidate is able to independently define, recognise, assess and solve a problem in the field of Human-Computer Interaction using scientific methods.

(3) The Master's thesis must be written and orally presented in English.

(4) The candidate is allotted four months to complete the Master's thesis. The first examiner should ensure that the topic, proposed treatment and scope of the thesis is restricted to an extent that the candidate can meet the submission deadline. The examination committee may grant the candidate an extension of up to three months if he or she cannot meet the submission deadline for reasons beyond his or her control. The examination committee should grant the candidate an extension of suitable length if illness prevents the candidate from completing the thesis on time.

(5) Each examiner is authorised to approve the thesis topic, as well as supervise and assess the Master's thesis. If the candidate wishes to write the Master's thesis at an institution outside of the Bauhaus-Universität Weimar, approval by the chairperson of the examination committee is required.

(6) After discussing the proposed topic with the candidate, the first examiner approves the topic of the Master's thesis and notifies the examination committee of the topic and date of approval. The date of approval must be put on record. The first examiner is responsible for supervising the candidate's progress during the completion of the Master's thesis.

(7) The topic may only be discarded once and only within the first third of the allotted time permitted to complete the thesis.

(8) A Master's thesis in the form of group work is permissible as long as the candidate's achievement can be clearly distinguished from that of the other members (e.g. by means of separate sections, page numbers or other objective criteria) and individually assessed.

(9) Upon submission of the Master's thesis, the candidate must provide written assurance that his or her work – if a group work, then his or her portion of the thesis – was completed independently and no other sources or aids were used other than those explicitly cited.

(10) The candidate must submit the Master's thesis to the examination office or the dean's office of the Faculty of Media by the fixed deadline in the form of three printed copies and also on a digital storage medium.

(10) One printed copy of the Master's thesis (and its digital copy) become property of the Bauhaus-Universität Weimar and can be destroyed one year after the conclusion of the examination process. This stipulation does not infringe on the author's copyrights in any way.

§ 17 – Submission and evaluation of the Master's thesis

(1) The candidate must submit the Master's thesis by the fixed deadline. The date of submission must be put on record.

(2) The Master's thesis must be evaluated by two examiners within two months of submission. Following the evaluation, the candidate is required to hold a 20-minute presentation and field questions in a follow-up discussion. All examinations and assignments required by the degree programme have to be completed before the candidate is allowed to hold this final presentation.

(3) The grade of the Master's thesis is calculated by combining the weighted grades of the written thesis (worth 24 CP) and its presentation and follow-up discussion (worth 6 CP).

(4) If one of the examiners marks the thesis as "insufficient" (5.0), another examiner must be appointed.

§ 18 - Evaluation of examinations, grade calculation, passing the Master's examination

(1) 70% of the overall Master's grade is the arithmetic average of the degree programme's module grades weighted according to the credit points and 30% is the Master's module (comprised of the Master's thesis and its presentation). The credit points awarded for each module are listed in the module plan.

(2) The Master's examination is passed if the candidate receives passing grades for all the module examinations and receives at least a grade of "sufficient" (4.0) for the Master's thesis and its presentation.

(3) In the case of outstanding achievement, the examination committee may confer the title "with honours". This requires that both examiners award a grade of "excellent" (1.0) for the Master's thesis and its presentation. The arithmetic average of all the weighted grades in the modules must be better than 1.3 and no examination can have received a grade worse than 2.3.

§ 19 - Rewriting the Master's thesis

(1) If the candidate receives a grade of "insufficient" for the Master's thesis or the presentation, he or she may rewrite it and repeat the presentation once. However, the candidate may discard the topic of the

Master's thesis within the time period stipulated in § 16, par. 7 if he or she did not already do so during the first attempt to complete the Master's thesis.

(2) The candidate is not permitted to rewrite or repeat the Master's thesis and/or its presentation a second time.

§ 20 – Certificate

(1) After successfully presenting the Master's thesis, the candidate receives a certificate with the results of the Master's examination. It includes the grades of the examinations, the topic of the Master's thesis and its final grade, as well as the total number of credit points the candidate achieved.

(2) The certificate bears the date of the presentation of the Master's thesis. It is signed by the Dean of the Faculty and the chairperson of the examination committee, and authenticated with the university seal. The certificate is issued in English and German.

(3) The Bauhaus-Universität Weimar also issues a Diploma Supplement (DS) in English and German.

§ 21 – Diploma

(1) Along with the certificate, the candidate receives his or her Master's degree diploma, bearing the date of the certificate. The diploma certifies the conferral of the Master's degree.

(2) The diploma, issued in both English and German, is signed by the Dean of the Faculty and the chairperson of the examination committee, and is authenticated with the university seal.

III. FINAL PROVISIONS

§ 22 – Invalidity of examinations

(1) If the candidate has knowingly manipulated his or her examination results and this deception is discovered after the certificate has been issued, the examination committee is permitted to retroactively correct the manipulated results and mark the examination in part or whole as "failed".

(2) If the requirements for admission to an examination were not fulfilled and the candidate had no intention of deceiving the committee, and if this fact is discovered after the certificate is issued, a passing grade on the examination automatically rectifies the mistake. However, if the candidate consciously deceived the committee to be admitted to an examination, then the examination committee is responsible for redressing the matter.

(3) The candidate is allowed to make a statement in his or her defence before a decision is made on the matter.

(4) The incorrect certificate must be retracted and, if necessary, replaced with a new one. If the examination is marked as "failed" on account of manipulation with intent to deceive, the diploma must also be retracted together with the incorrect certificate. In accordance with par. 1 and par. 2, sentence 2, decisions concerning retraction may no longer be made after five years of the date on the examination certificate.

§ 23 – Reviewing the examination documents

The candidate may review (upon prior request and without undue delay) his or her written examination documents, the corresponding assessments by the examiners and the examination protocols within one year following the conclusion of the examination process.

§ 22 – Contesting the examination results

(1) If the candidate receives an unfavourable assessment on the basis on these examination

regulations, he or she must be notified of the decision in writing with its justification, along with instruction on or her options of legal recourse. The candidate is allowed to formally contest the decision with the examination committee within one month after receiving notification.

(2) The examination committee is responsible for deciding the matter after hearing the position of the examiners.

(3) If the candidate contests the assessment of one of the examiners, the examination committee forwards the matter to the examiner in question for re-evaluation. Should the examiner decide to change his or her assessment, the examination committee redresses the contested decision. Otherwise, the examination committee reviews whether the assessment:

1. was based on incorrect assumptions or irrelevant considerations,
2. violated generally recognized principles of assessment standards,
3. violated legal provisions, or
4. violated general principles of life experience.

If the committee determines that any of these occurred, it issues an "objection notice". In accordance with par. 4, the candidate is not permitted to contest an objection notice.

(4) If the candidate contests a decision made by the examination committee and the committee fails to redress the decision, the Dean is responsible for settling the matter.

(5) Contested decisions must be addressed at the soonest possible date. If the decision is not redressed, the candidate must be notified of the reason and receive instruction on his or her options of legal recourse. The objection notice is to be delivered to the contesting party.

§ 25 - Equal treatment clause

Terms of status and function as applied in these regulations pertain to both sexes to an equal degree.

§ 26 - Statement of effect

These examination regulations enter into effect on the first day of the month following their public announcement by the Bauhaus-Universität Weimar. They are applicable to the winter semester 2017/2018 for the first time.

Approved by resolution of the Faculty Board on 8 February 2017.

Prof. Dr.-Ing. Volker Rodehorst
Dean of the Faculty of Media

The statutes are approvable.

Dipl.-Jur. Rainer Junghanß
Legal advisor

Approved
Weimar, 10 August 2017

Prof. Dr. Winfried Speitkamp
President